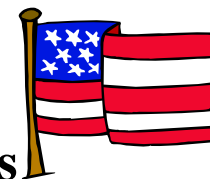


Important Dates for Superintendents

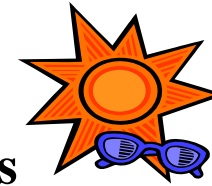


JULY

Date	Program	Activity/Description	KDE Contact	Local Contact
*	KETS	District Technology Progress Report	David Couch 502/564-2020	
*	KETS	Munis Technology Unmet Needs Report	David Couch 502/564-2020	
*	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day. KRS 161.760(1)	Anne Keating 502/564-4474	
*	Teacher Assignments	Teachers who refuse their assignment must notify superintendent in writing no later than 30 days before first student attendance day of the following school year. KRS 161.760(1)	Anne Keating 502/564-4474	
*	Transfers	Transfers or change in appointment of teachers by the superintendent are limited if later than 30 days before the first student attendance day. KRS 161.760(2)	Anne Keating 502/564-4474	
*	Non-discrimination	Non-discrimination policy statement to be published in largest circulation newspaper serving the community. Between July 1-September 15, Federal Law	Laura Graham 502/564-3775	
1	School/Fiscal Year	Fiscal school year begins. KRS 158.050; KRS 160.450	Anne Keating 502/564-4474	
15	School Finance	Submit Annual Financial Report to Division of School Finance. KRS 157.060, 702 KAR 3:110	Susan Goins 502/564-3848	
15	Career & Tech Ed	Career & Technical Agriculture Extended Employment Plan and Report (submitted electronically through CDIP)	Curt Lucas 502/564-3472	
25	Even Start Program	Quarterly Expenditure Report (submitted electronically through CDIP)	Thelma Hawkins 502/564-1979	
25	Migrant Education	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Secondary Career & Tech Ed.	Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
25	Early Reading Incentive Grant	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Title X (Homeless Asst. Act)	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title I	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	



Important Dates for Superintendents



JULY
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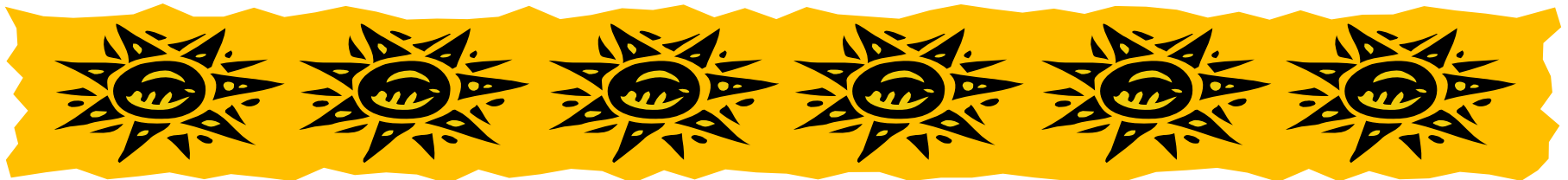
25	Title I	School Improvement Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title I	Comprehensive School Reform (CSR) Expenditure Report (mail to KDE contact)	Judy Howard 502/564-1979	
25	Title I	Neglected and Delinquent Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title II D	Education Technology Quarterly Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	
25	Title II A	Teacher Quality Quarterly Expenditure Report (submitted electronically through CDIP)	Becky Stoddard 502/564-1979	
25	Title III	English Language Acquisition Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title IV	Safe and Drug Free Schools Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
25	Title V	Innovative Programs Quarterly Expenditure Report (submitted electronically through CDIP)	Becky Stoddard 502/564-1979	
25	Title VI	Rural and Low Income Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	IDEA-B	Quarterly Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	
25	IDEA-B Basic/Preschool	Quarterly Programs Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	
25	ESS	Quarterly Program Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	State Preschool	Quarterly Program Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Textbooks	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Refugee Children School Impact	Quarterly Expenditure Report (mail to KDE contact)	Judy Howard 502/564-1979	
25	Reading First	Quarterly Expenditure Report (mail to KDE contact)	Thelma Hawkins 502/564-1979	

Important Dates for Superintendents

JULY
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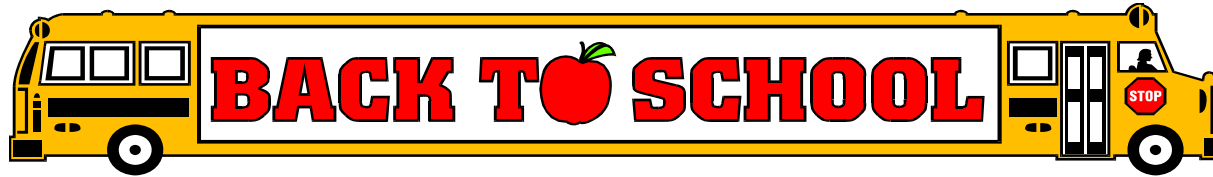


25	21 st Century Community Learning Centers	Quarterly Expenditure Report (mail to KDE contact)	Lea Ann Lewis 502/564-1979	
25	Professional Development	Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
30	IDEA Basic/Preschool	Report for children and youth with disabilities exiting special education	Larry Taylor 502/564-4970	
30	IDEA Basic/Preschool	Report of children with disabilities subject to disciplinary suspensions or expulsions	Larry Taylor 502/564-4970	
30	Cabinet for Families and Children	Annual Evaluation Report (to be completed by FRYSC)	Jane Seltsam 502/564-4986	
31	Gifted and Talented	Final MUNIS Program Budget Report	Tracy Lamb 502/564-1979	



Important Dates for Superintendents

AUGUST



Date	Program	Activity/Description	KDE Contact	Local Contact
*	Certified Evaluation	KRS 156.557 requires all certified employees to receive within the first month of reporting for employment each school year an explanation and discussion of the criteria on which they are to be evaluated. 704 KAR 3:345	Anne Keating 502/564-4474	
*	Instructional Leadership Act	End of cycle Instructional Leadership Report	502/564-4201	
*	Local Taxes	Local tax levy within 30 days of receipt of certified Assessment from KDE to local school district. KRS 160.470 (5)	Susan Goins 502/564-3848	
*	Program Participation in School Lunch Program	File completed Agreement for Program Participation in National School Lunch and School Breakfast Program. (updated electronically)	Steve Smith 502/564-5625	
15	Title I	Title I Ranking Report	Diane Robertson 502/564-3791	
30	Annual Financial Report	Local school districts to publish annual financial reports in local newspaper within 60 days after the close of the fiscal year KRS 424.120, KRS 424.220.	Susan Goins 502/564-3848	



Important Dates for Superintendents

SEPTEMBER



Date	Program	Activity/Description	KDE Contact	Local Contact
*	Data Review	Under provisions of KRS 158.649 (SB 168) school plans for closing achievement gap in schools must be reviewed per local board policy on planning KRS 160.345 Section (3c) .	David Cook 502/564-4201	
*	SBDM	Adjustments of allocations for materials and supplies due to increases or decreases in enrollment must be provided each SBDM Council by end of second month of school year 702 KAR 3:246 Section (4b) .	Cheri Meadows 502/564-4201	
1	Pupil Transportation	School bus purchase forms due (Forms mailed to local school superintendents by Aug. 1)	Dave Mangum 502/564-4718	
14	Comprehensive Improvement Planning	Districts receive disaggregated data from KDE	Rhonda Simms 502/564-4394	
15	Title V	Title V Program Evaluation Report	Diane Robertson 502/564-3791	
15	School Staffing	Adjustments of school staffing and professional development allocations due to increases or decreases in enrollment must be provided to each SBDM Council 702 KAR 3:246 (4b) .	Cheri Meadows 502/564-4201	
30	ESS	Final report with encumbrances.	Tracy Lamb 502/564-1979	
30	Class Size Compliance	Maximum class size update report to KDE (Non SBDM schools and districts with one school)	Ken Hockensmith 502/564-1479	
30	School Finance	The board must submit its working budget to the State Board of Education. KRS 160.470(6b)	Susan Goins 502/564-3848	
30	Sec Career & Tech Ed	Career & Technical Education Course Offerings Form	Pat Vencill 502/564-3472	
30	Comprehensive Improvement Planning	Local boards post final MUNIS budgets by Grant and by location to the district web page.	David Cook 502/564-4201	
30	ESS	ESS Student Data Form: Summer Term	Jennifer Carroll 502/564-4772	



Important Dates for Superintendents

OCTOBER



Date	Program	Activity/Description	KDE Contact	Local Contact
*	Achievement Gap Targets	Councils and superintendent discuss and agree upon targets for closing achievement gaps KRS 158.649 (SB 168) and per local board policy on planning.	David Cook 502-564-4201	
1	Sec. Career & Tech Ed	Student Enrollment (via STI/Technical Education Data System)	Rodney Kelly 502/564-3472	
1	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data)	Susan Goins 502/564-3846	
1	School District Personnel	Classified Staff Data (CSD) report (financial data)	Susan Goins 502/564-3846	
1	Pupil Transportation	Vocational Application due.	Susan Goins 502/564-3846	
1	Minority Report	Minority Educator Recruitment and Retention Annual Report (Access granted to this report on 9/1; Due to KDE on 10/1)	Ken Hockensmith 502/564-1479	
1	Student Nutrition	Identify by either random or focused method households for free/reduced price verification	Steve Smith 502/564-5625	
20	LEAD	Local Educator Assignment Data Report	Cindy Godsey 502/564-4606	
25	Even Start	Quarterly Program Expenditure Report (submitted electronically through CDIP)	Thelma Hawkins 502/564-1979	
25	Migrant Education	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Secondary Career & Tech Ed	Quarterly Expenditure Report (mail to KDE contact)	Lea Ann Lewis 502/564-1979	
25	Early Reading Incentive Grant	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Title X (Homeless Asst. Act)	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title I	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title I	School Improvement Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
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25	Title I	Neglected and Delinquent Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title II D	Education Technology Quarterly Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	



Important Dates for Superintendents



OCTOBER **(Continued)**

25	Title II A	Teacher Quality Quarterly Expenditure Report (Submitted electronically through CDIP)	Becky Stoddard 502/564-1979	
25	Title III	English Language Acquisition Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title IV	Safe and Drug Free Schools Quarterly Expenditure Report (Submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
25	Title V	Innovative Program Quarterly Expenditure Report (Submitted electronically through CDIP)	Becky Stoddard 502/564-1979	
25	Title VI	Rural and Low Income Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	IDEA-B	Quarterly Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	
25	IDEA-B Basic/Preschool	Quarterly Program Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	
25	ESS	Quarterly Program Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Refugee Children School Impact	Quarterly Expenditure Report (mail to KDE contact)	Judy Howard 502/564-1979	
25	Reading First	Quarterly Expenditure Report (mail to KDE contact)	Thelma Hawkins 502/564-1979	
25	21 st Century Community Learning Centers	Quarterly Expenditure Report (Mail to KDE contact)	Lea Ann Lewis 502/564-1979	
25	Textbooks	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Professional Development	Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
25	State Preschool	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
31	IDEA-B Basic/Preschool	Excess Cost and Maintenance of Fiscal Effort Report	Larry Taylor 502/564-4970	

Important Dates for Superintendents

NOVEMBER



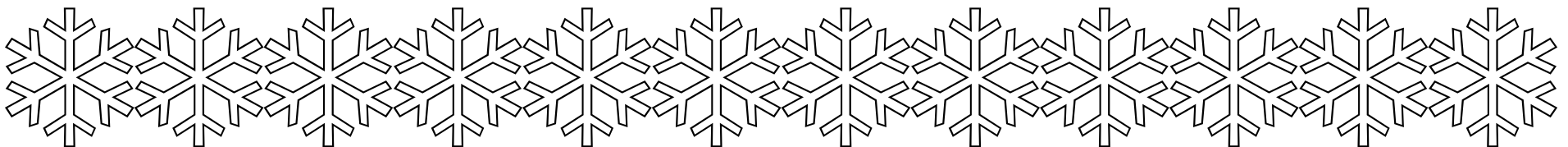
Date	Program	Activity/Description	KDE Contact	Local Contact
*	Textbooks and Instructional Materials	Vendors send samples of adopted items upon request to each district	Ann Asbeck 502/564-2106	
*	Textbooks and Instructional Materials	KDE provides sessions on purchasing guidelines and procedures for completion of the purchasing plan for adopted textbooks	Ann Asbeck 502/564-2106	
1	FRYSC, Comm. Ed. 21 st CCLC	FRYSC/Community Ed./21 st CCLC Fall Institute (Galt House, Louisville)	Linda Robinson/Shawn Murphy 502/564-4201	
1	SBDM	School Council is required to receive student performance data	Cheri Meadows 502/564-4201	
1	District SBDM Council Programs	Principals are to report through the local superintendent the names and addresses of SBDM Council members and verify that each has completed the required training. The report must be posted on district or school web pages.	Cheri Meadows 502/564-4201	
1	Pupil Transportation	Transportation Growth Factor Adjustment Sheets due	Susan Goins 502/564-4718	
1	Pupil Attendance	Submit contracts for non-resident students	Yvette Perry 502/564-3846	
1	Pupil Attendance	Growth Factor Report (due within 10 business days of end of second month of school year)	Sharon Trivette/Karen Wirth 502/564-3846	
1	School Report Card	Districts begin preparation of School Report Card	Gil Lawson 502/564-3421	
1	Nonacademic Data	Nonacademic Data report	Chris Thacker 502/564-5279	
15	KETS	KETS District Unmet Need Report	David Couch 502/564-2020	
15	Title II (Teacher Quality)	Title II Previous Year Performance Report	Ken Hockensmith 502/564-1479	
15	School Lunch	Completed Free and Reduced Price Income Verification	Steve Smith 502/564-5625	
15	Textbooks and Instructional Materials	Districts are sent the State Multiple List of Textbooks and Instructional Materials (available on KDE website)	Ann Asbeck 502/564-2106	

Important Dates for Superintendents

DECEMBER



Date	Program	Activity/Description	KDE Contact	Local Contact
*	KETS	District Technology Progress Report	David Couch 502/564-2020	
13	Report Card	Deadline for district to submit report card information	Gil Lawson 502/564-3421	
15	Sec. Career and Tech Ed.	KOSSA (Kentucky Occupational Skill Standards Assessments) Registration	Pam Moore 502/564-3472	
15	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1)	Larry Taylor 502/564-4970	
15	IDEA-B Basic/Preschool	Personnel Employed and Needed for Special Education Report	Larry Taylor 502/564-4970	
15	IDEA-B Basic/Preschool	Implementation of FAPE (Educational Placements) Report	Larry Taylor 502/564-4970	
15	IDEA-B Basic/Preschool	Survey of Students with a Visual Impairment as a Secondary Disability Report	Larry Taylor 502/564-4970	
15	State Preschool	Enrollment Count Report December 1	Tracy Lamb 502/564-1979	





Important Dates for Superintendents

JANUARY



Date	Program	Activity/Description	KDE Contact	Local Contact
*	School Board	Board must adopt a regular board meeting schedule and make it available to the public KRS 61.820	Anne Keating 502/564-4474	
*	School Nutrition	Need assessment and reporting requirements KRS 158.856	Paul McElwain 502/564-5625	
*	Staffing Policies	Review/revise school staffing policies and submit to the KDE Division of Instructional Leadership Development for review prior to March 1 in order to use them the same year. 702 KAR 3:246	Cheri Meadows 502/564-4201	
15	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	Rebecca Gilpatrick 502/696-7394	
17	School Report Card	School Report Card sent to all parents and guardians	Gil Lawson 502/502-3421	
17	Expanded School Report Card	Expanded School Report Card available in local school superintendent's office for all parents and guardians.	Gil Lawson 502/564-3421	
25	Even Start Program	Quarterly Expenditure Report (submitted electronically through CDIP)	Thelma Hawkins 502/564-1979	
25	Migrant Education	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Sec Career & Tech Ed	Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
25	Early Reading Incentive Grant	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Title X (Homeless Asst. Act)	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title I	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title I	School Improvement Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title I	Comprehensive School Reform (CSR) Expenditure Report (mail to KDE contact)	Judy Howard 502/564-1979	
25	Title I	Neglected and Delinquent Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title II D	Education Technology Quarterly Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	



Important Dates for Superintendents

JANUARY (Continued)



25	Title II A	Teacher Quality Quarterly Expenditure Report (submitted electronically through CDIP)	Becky Stoddard 502/564-1979	
25	Title III	English Language Acquisition Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title IV	Safe and Drug Free Schools Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
25	Title V	Innovative Programs Quarterly Expenditure Report (submitted electronically through CDIP)	Becky Stoddard 502/564-1979	
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25	Reading First	Quarterly Expenditure Report (mail to KDE contact)	Thelma Hawkins 502/564-1979	
25	21 st Century Community Learning Centers	Quarterly Expenditure Report (mail to KDE contact)	Lea Ann Lewis 502/564-1979	
25	Career Education and Tech. Accessibility Fund	Quarterly Expenditure Report (mail to KDE contact)	Lea Ann Lewis 502/564-1979	
25	Textbooks	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Professional Development	Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
31	School Finance	Draft budget review by local board (start of new year budget) KRS 160.470(6)(a)	Susan Goins 502/564-3848	

Important Dates for Superintendents

FEBRUARY



Date	Program	Activity/Description	KDE Contact	Local Contact
*	Council Targets	Superintendent approves targets established by councils for closing the achievement gap in schools under provision of KRS 158.649 (SB 168) and local board policy.	Cheri Meadows 502/564-4201	
*	Council Targets	Board approves targets established by councils and approved by superintendent for closing the achievement gaps in schools under provisions of KRS 158.649 (SB 168) and local board policy.	Cheri Meadows 502/564-4201	
*	21 st Century Community Learning Centers	Annual Progress Report	Linda Robinson 502/564-4201	
1	Pupil Attendance	Non-resident contacts for 2006-07 school year	Yvette Perry 502/564-3846	
1	School Nutrition	Complete self-monitoring review of Food Services program (Required on multi-school districts only) (maintain on file at local level)	Steve Smith 502/564-5625	
1	Council Targets	Councils set targets for closing the achievement gaps in schools under provisions of KRS 158.649 (SB 168) and local board policy.	Cheri Meadows 502/564-4201	
1	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year anytime after February 1, KRS 160.380 (2) (a)	Anne Keating 502/564-4474	
6-3/3	Assessment	KOSSA assessment window for students in career and technical education.	Pat Moore 502/564-3775	
11	District Report Card	Publish in county's largest newspaper or on website the location of district's report card (Latest date to report this)	Gil Lawson 502/564-3421	
11	Expanded District Report Card	The Expanded District Report Card is to be available to the public by the publication date of District Report Card	Gil Lawson 502/564-3421	
14	Title X Part C	Annual Homeless Children/Youth Count Survey	Mary Marshall 502/564-3791	
15	Sec Career and Tech Ed	Family Career and Community Leaders of America Honor Roll Report	Reeca Carver 502/564-3775	
25	Class Size Compliance	Maximum Class Size Update Report to KDE Non SBDM schools and districts with only one school.	Ken Hockensmith 502/564-1479	
28	Sec Career and Tech Ed	Follow-up/Transition Report for Career Tech. Education Students	Kim Rice 502/564-3775	

Important Dates for Superintendents

MARCH

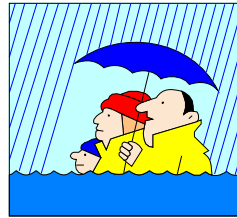


Date	Program	Activity/Description	KDE Contact	Local Contact
1	LEAD	Spring Reporting Period	Cindy Godsey 502/564-4606	
1	School Nutrition	Submit copy of Free and Reduced price Verification Summary Report	Steve Smith 502/564-5625	
1	School Staffing	The board must give each SBDM the school staffing and budget allocations for the next fiscal year by March 1. KRS 160.345, 702 KAR 3:246	Cheri Meadows 502/564-4201	
8-10	Teaching and Learning Conference Program	Annual Teaching and Learning Conference (Kentucky International Convention Center in Louisville)	Thelma Whiteside 502/564-3421	
20	Title I	Submit waiver requests to State Title I office for letter of support	Diane Robertson 502/564-3791	
26-27	Scenario scoring	Scenario scoring for skills standards	Pam Moore 502/564-3775	
31	Title IIA, IID, III, IV, V and IDEA-B	Declaration of Participation	Becky Stoddard 502/564-1979	



Important Dates for Superintendents

APRIL



Date	Program	Activity/Description	KDE Contact	Local Contact
*	School Plans	Principal(s) convenes public meeting to review plans for closing the achievement gap under provisions of KRS 158.649 (SB 168) and local board policy.	Cheri Meadows 502/564-4201	
*	Textbooks and Instructional Materials	Local board receives district textbook and instructional material adoptions from each school	Ann Asbeck 502/564-2106	
15	Pupil Attendance	Approve amended school calendar by local board of education	Yvette Perry 502/564-3846	
25	Even Start Program	Quarterly Expenditure Report (submitted electronically through CDIP)	Thelma Hawkins 502/564-1979	
25	Migrant Education	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Sec Career & Tech Ed	Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
25	Early Reading Incentive Grant	Quarterly Expenditure Report	Tracy Lamb 502/564-1979	
25	Title X (Homeless Asst. Act)	Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
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25	Title I	Neglected and Delinquent Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
25	Title II D	Education Technology Quarterly Expenditure Report (submitted electronically through CDIP)	Martha Johnson 502/564-1979	



Important Dates for Superintendents



APRIL (Continued)

25	Title II A	Teacher Quality Quarterly Expenditure Report (submitted electronically through CDIP)	Becky Stoddard 502/564-1979	
25	Title III	English Language Acquisition Quarterly Expenditure Report (submitted electronically through CDIP)	Judy Howard 502/564-1979	
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25	21 st Century Community Learning Centers	Quarterly Expenditure Report (mail to KDE contact)	Lea Ann Lewis 502/564-1979	
25	Career and Tech. Education Accessibility Fund	Quarterly Expenditure Report (mail to KDE contact)	Lea Ann Lewis 502/564-1979	
25	Textbooks	Quarterly Expenditure Report (submitted electronically through CDIP)	Tracy Lamb 502/564-1979	
25	Professional Development	Quarterly Expenditure Report (submitted electronically through CDIP)	Lea Ann Lewis 502/564-1979	
30	SBDM	School council approves school improvement plan and submits to superintendent on a timeline established by local board policy. KRS 160.345 (3)(c)	Cheri Meadows 502/564-4201	
30	Written Notice (non-renewal)	Superintendent must give written notice of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. KRS 161.750(2)	Anne Keating 502/564-4474	
30	Written Notice (non-renewal)	Superintendent must give written notice of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. KRS 161.011	Anne Keating 502/564-4474	

Important Dates for Superintendents

MAY



Date	Program	Activity/Description	KDE Contact	Local Contact
*	Reduction in Duties	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees no later than 90 days before the first student attendance day of the following school year. KRS 161.765, KRS 161.760	Anne Keating 502/564-4474	
*	Reduction in Duties	If superintendent decides to demote an administrator with three or more years of administrative experience, must comply with terms of KRS 161.765	Anne Keating 502/564-4474	
*	Textbooks and Instructional materials	Schools complete purchasing plans for textbooks and instructional materials in accordance with local board policy.	Ann Asbeck 502/564-2106	
1	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement KRS 157.395	Susan Goins 502/564-3848	
15	Pupil Attendance	Local board adopts school calendar for upcoming year	Yvette Perry 502/564-3846	
15	Sec Career & Tech Ed	KY Association FFA Annual Report	Matt Chaliff 502/564-3472	
15	State Preschool	End of year supplemental count (3 yr. olds with disabilities)	Tracy Lamb 502/564-1979	
18	Gifted and Talented	Annual Gifted and Talented Education End of the Year Report	Greg Finkbonner 502/564-2106	
18	Title III	Limited English proficient students who qualify for Federal funding to eligible districts (use STI)	Greg Finkbonner 502/564-2106	
30	Tentative Budget	Adopt the Tentative Budget by May 30 with at least a 2% contingency. KRS 160.470(6)(a)	Susan Goins 502/564-3846	
30	SBDM	Section 7 allocations, if any or if available, must be provided to each school council.	David Cook 502/564-4201	
31	Pupil Transportation	Deaf and Blind Claim Forms due	Susan Goins 502/564-3848	
31	Pupil Transportation	Vocational Reimbursement Claim Forms due (This is a monthly report)	Susan Goins 502/564-3848	



Important Dates for Superintendents



JUNE

Date	Program	Activity/Description	KDE Contact	Local Contact
*		Title IX forms sent to KHSAA		
1	High Schools That Work	Annual Progress Report	Diane Sharp 502/564-3775	
1	Title III/LEP	Annual Performance Report STI data	Shelda Hale 502/564-2106	
2	Primary Program	Distribution and returning of the Demographic Survey of Primary Program	Joe McCowan 502/564-7056	
14-15	Skill Standard	Item analysis and review for skills standards	Pam Moore 502/564-3775	
15	School Nutrition	File completed agreement for participation in Summer Food Service Program	Jackie Williams 502/564-5625	
15	Early Reading Incentive Grant	Progress Report	Audrey Proctor 502/564-7056	
15	Limited Contract Teachers	Teachers renewed for the next year are assumed to have accepted the contract unless they have provided written notice they do not accept employment. KRS 161.750(3)	Anne Keating 502/564-4474	
15	Perkins Career & Tech Ed	Student enrollment (via STI/Technical Education Data System)	Kim Rice 502/564-3472	
15	Textbooks and Instructional Material	Local board receives from SBDM council and approves School Textbook Purchasing Plans (budget and expenditures for textbooks and instructional materials)	Ann Asbeck 502/564-2106	
30	Even Start	2006-07 Even Start Application Amendments	Bill Buchanan 502/564-7056	
30	Pupil Attendance	Submit school calendar for upcoming year to KDE	Yvette Perry 502/564-3846	
30	Even Start	Annual Progress Report	Bill Buchanan 502/564-7056	
30	ESS	2006-07 ESS Program Report	Jennifer Carroll 502/564-4772	
30	ESS	2006-07 ESS Summary Detailed Budget	Tracy Lamb 502/564-1979	
30	ESS	Student Data Forms for regular term	Jennifer Carroll 502/564-4772	
30	Comprehensive School and District Improvement Plans	Posted on district server with link forwarded to KDE (E-mail to KDE Assurances) (handled by superintendent)	Cheri Meadows 502/564-4201	
30	Preschool	Kentucky Preschool Performance Report	Annette Bridges 502/564-7056	
30	Pupil Transportation	Pupil Transportation Adjustment Forms due	Susan Goins 502/564-3848	

Important Dates for Superintendents

JUNE
(Continued)



Date	Program	Activity/Description	KDE Contact	Local Contact
30	Title IV	If district is requesting to carryover 25%, or less, of current year's grant, must notify KDE	Nigel Clayton 502/564-3678	
30	Safe Schools	Safe Schools Data Report	Libby Taylor 502/564-3678	
30	School/Fiscal Year	School year and fiscal year end. KRS 158.050; KRS 160.450		
30	State Preschool	Annual Performance Report	Barbara Singleton 502/564-7056	
30	State Preschool	Preschool Educational Program Summary (for new year)	Barbara Singleton 502-564-7056	
30	Sec Career & Tech Ed	Documentation for not meeting Perkins Performance Measures in Comprehensive School Improvement Plan	Pat Vencill 502/564-3472	
30	Pupil Attendance	Amendments to contracts for non-resident students	Yvette Perry 502/564-3846	
30	Pupil Attendance	Superintendents Annual Attendance Report (SAAR) to KDE	Yvette Perry 502/564-3846	
30	Pupil Attendance	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE	Rebecca Gilpatrick 502/696-7394	
30	Pupil Attendance	School calendar for following school year due at KDE	Sharon Trivette 502/564-3846	
30	Pupil Attendance	Amended school calendar for current school year due to KDE	Yvette Perry 502/564-3846	
30	Title I	Title I Data Reporting Form	Diane Robertson 502/564-3791	
30	Agricultural Education	Final Annual Report for Agricultural Education	Curt Lucas 502/564-3775	